



**LakeCounty**

Regional Office of Education

## **Teacher Renewal**

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### **First Step: Create or login to an existing ELIS account**

All Licensure Renewal processes completed through ELIS (Educator Licensure Information System).

To create an account please follow the steps listed below:

1. Create an ELIS account: <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>
2. Click on “Educator Access”
3. Click on “Sign Up Now” (located on the left side of the screen)
4. Enter your data and click on “Continue”

ELIS holds information about your license, your teaching history, your teaching assignment, your personal information, and your license renewal. Please take some time to familiarize yourself with the site.

### **Second Step: Verify your exemption status**

Check the accuracy of your employment status (active, exempt, part-time, retired, military) located under your profile information, click on “[Click Here to Update Your PD/Employment Status.](#)” If there is a discrepancy please modify your exemption status.

1. Employed as a teacher 50% or more full-time equivalency  
Enter status as ACTIVE
  - PD required
2. Not actively employed in an Illinois Public school as a certified teacher  
Enter status as EXEMPT
  - No PD required
3. Employed less than 50% percent of full-time equivalency in a school year  
Enter status as PART TIME
  - No PD required

*Please Note: Periods of exemption shall be established in one-year increments. A one- year period of exemption shall be available only for a school year during which a licensee is employed and performing services for fewer than 50 percent of full-time equivalency*

4. Retired and qualify for benefits from a state retirement system  
Enter status as RETIRED
  - No PD required

*Please Note: If a licensee in Retired status want to substitute teach, he/she may continue to have a “RETIRED” status.*

5. Educator is unavailable for employment due to military service, including service in any reserve capacity.

Enter status as MILITARY

- No PD required

### **Third Step: Enter Professional Development Activities:**

If you are actively employed for 50 percent or more in an Illinois Public school as a certified teacher you are required to complete professional development.

To enter your activities, please follow the steps listed below:

1. Login to your existing ELIS account: <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>
2. Click on “Enter Professional Development”
3. Click on “Add Professional Development” enter each activity individually

For each PD activity for which you want renewal credit, you must enter electronically into ELIS the 1) name, 2) date, 3) location of the activity, 4) provider’s name, and 5) number of PD hours.

#### *Professional Development Credits*

- *15 hours shall be credited for each semester hour of college earned from an Illinois institution (graduate or undergraduate course).*

### **Professional Development-Approved Provider List**

Illinois Professional Development Providers: <https://www.isbe.net/Documents/prof-dev-provider-list.pdf>

Any PD activity offered by an approved provider is acceptable.

### **Fourth Step: Renew License**

Once the required professional development activities are recorded, you may renew your license after April 1, of the last year of the validity of your cycle.

- Login to your existing ELIS account: <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>
- Click on “Renewal” and follow the prompts (\$50 plus a service fee)

### **Audits**

Retain ISBE form 77-21B: Evidence of Completion for Professional Development

[https://www.isbe.net/Documents/77-21B\\_evidence\\_completion.pdf](https://www.isbe.net/Documents/77-21B_evidence_completion.pdf) for a period of six (6) years.

This form must be produced if requested as part of an audit.

If your PD activity were completed after January 1, 2015, it is your responsibility for obtaining an Evidence of Completion form from the approved provider or presenter. This form verifies participation in the specific event, the date, and the number of hours earned.

### **Proportionate Reduction/Special Circumstances**

Individuals who hold a teaching endorsement, but is not employed in a position requiring that endorsement is not subject to the license renewal requirements. However, the individual must apply for license renewal and pay the applicable registration fee every five years.

Individual who hold a teaching endorsement and are actively employed as a Substitute Teacher or Paraprofessional are exempt from professional development requirements. Please modify your status to EXEMPT.

Those certificate holders who are employed as teacher and administrator during the same semester(s), should complete PD for the area in which the majority of work is done. For example, an individual who teaches 3 classes out of a 5-period day (3/5) and is an administrator the other 2 periods must complete the recertification process for teachers.

A certificate holder working 50% as a teacher and 50% as an administrator during the same semester(s) may choose either renewal process to complete.

Those certificate holders who are employed as a teacher during some semesters and as an administrator for other semesters within the same 5-year validity period must complete teacher requirements for those semesters employed as a teacher and administrator requirements for those semesters employed as an administrator. For example, an individual who teaches 2 years and becomes an administrator for the next 3 years must complete the requirements for teacher renewal for the first two years and for administrator renewal for the next three years of the validity period.

**No certificate holder must complete the renewal process for both teacher and administrator for any given semester. One or the other are required as identified above.**

### **Speech Language Pathologist (Teaching)**

Educators whose renewal cycles end in 2017 and 2018 have the same renewal requirements they did at the beginning of the cycle. Therefore, they may claim ASHA certification. Please enter the PD activity into your ELIS account. Include your ASHA certificate number and enter the number of hours for that one activity as 80, because holding the ASHA certificate satisfies the entire renewal requirements. Please Note: After your renewal you may no longer claim ASHA certification.

Educators whose renewal cycle end in 2019, 2020, 2021, etc. may no longer claim ASHA certification.

Any licensee who holds a professional educator license endorsed in a teaching field and for speech-language pathologist but does not hold a school support personnel endorsement shall complete 120 hours of professional development activities regardless of whether he or she also holds a current and active IDFPR license

**Individual who are employed on a full time basis in each 5-year renewal cycle but are NOT actively employed under their Administrative endorsement:**

- Beginning in his or her first full 5-year renewal cycle (example: license expires 2019, 2020, 2021, 2022...), any licensee holding a professional educator license endorsed in an administrative field who has held the administrative endorsement for at least one year and who is employed in an Illinois public or State-operated school or cooperative or charter school and is not working in a position requiring the administrative credential shall complete an Administrators Academy course during each 5-year renewal cycle.

*Please Note: Individuals whose license expires June 30, 2017 and 2018 are exempt from this rule (for this current cycle ONLY).*

**Administrative Academy Providers:**

- Educational Services Division (ESD): <http://www.lake.k12.il.us/256/Workshops>
- Illinois Association of Regional Superintendent of Schools (IARSS): <http://iarss.org/calendar-2/administrators-academies/>
- Illinois Association of IASA School Administrators: <http://www.iasaedu.org/domain/30>
- Chicago Principals & Administrators Association: <http://www.iaachicago.com/>
- Illinois Principal Association: <http://ilprincipals.org/>
- Illinois Association of School Business Officials: <https://www.iasbo.org/eweb/startpage.aspx>

**New Changes:**

- License renewal beginning 7/1/2014 (educators that are up for renewal 2019, 2020, 2021....etc.) no longer have a reduction for holding an advanced degree.
- Roll over unused PD credit. Beginning 1/1/2017 a person can obtain PD hours beginning April 1 of the last year of renewal to carry over to the next renewal; as long as aren't being used for that current renewal period.

**Helpful Resources:**

- Instructional Guides –License Renewal in ELIS Instructions: <https://www.isbe.net/Documents/license-renewal-elis.pdf>
- Instructional Guides -How do I update Professional Development (PD)/Employment Status in ELIS: <https://www.isbe.net/Documents/nonpublic-oos-pd-exemption-reg.pdf>
- License Renewal Chart: <https://www.isbe.net/Documents/license-renewal-chart.pdf>
- License Renewal and Registration Beginning with the First Renewal Cycle after July 1, 2014: <https://www.isbe.net/Documents/prof-dev-requirements140701.pdf>
- Narrative –Illinois Educator License Renewal: <https://www.isbe.net/Documents/prof-dev-requirements140701-narrative.pdf>

**If you owed professional development and you fail to renew by September 1, of the year in which the 5-year renewal cycle ends your license will lapse. An unregistered license is invalid after September 1, for employment and performance of services in an Illinois public or State-operated school or cooperative and a charter school.**